

*Rec mgmt 3-3-3  
Shelf filing*

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Records Management Staff,  
Management Staff

DATE: **13 JAN 1961**

FROM : Chief, Physical Security Division

SUBJECT: Selection of Filing Equipment for the  
Agency Badge File

1. Reference is made to your memorandum of 3 January 1961, in which you offer to assist us in selecting the correct filing equipment needed for the filing of Agency badge records. Your offer is accepted with great appreciation.

2. If further information is desired by the personnel of your office given this assignment, please contact [ ] on extension [ ] is handling the Agency Badge Program.

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